



Roles and Responsibilities Template Description

This template identifies the roles and responsibilities for the specific project. At the start of the project, it helps to clarify who will be doing what, what are the lines of authority, and how the team will work together.

IPT Team Assignment

The individual's assignment within the IPT (i.e., Core Team, Steering Committee, Distribution List, etc.).

Roles

The role that the individual(s) plays on the project (i.e., Team Lead, Executive Sponsor, COTR, Team Member, Steering Committee, Advisory Members, PMO, etc.).

Responsibility

The specific responsibility that the individual or team has on the IPT.

IPT Team Member

The name of the individual(s) serving the IPT in the selected role.

Roles and Responsibilities Template

IPT Team Assignment	Roles	Responsibility	IPT Team Member